



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SOCIAL SERVICE AIDE II

Job Number: 20001117

Job Code: 62040V161016

Job Group: 6200 - HUMAN SERVICES

Job Established: 04/16/1999

Job Revised: 10/16/2016

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides support services to both workers and client families. Provides home support services for abusive and/or neglectful families, for the economically disadvantaged, incapacitated, patients within a mental health/mental retardation facility or elderly persons. Develops community resources and provides para- professional assistance to social service workers in meeting clients' needs; OR Provides statewide and/or out-of-state transportation for youth committed to the Cabinet for Families and Children; and performs other duties as required

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Must have fifty-four (54) semester hours from a college or university.

#### **EXPERIENCE:**

Must have two years of experience in providing support services and/or transport services to individuals or families.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience working with the public will substitute for the required college on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists clients in filling out necessary documents (i.e., food stamps, AFDC, Social Security, housing, SSI benefits, HEAP, medical history, birth certificates and yearly school records.) Provides instructions to clients in areas of budgeting, nutrition, hygiene, parenting, housekeeping, child development and community resource awareness. Assists clients in bookkeeping (i.e. check book writing and balancing and in determining allowances for foster children). Transports clients to various appointments. Accompanies patients/clients for potential placement visits. Documents home visits, transportation needs, medical appointments, collateral contacts and case conferences. Arranges social service worker's court appearances and testifies in court when involved in a specific case. Notifies parties regarding court appearances. Ensures written materials are accurate and complete (i.e. dates of home visits, supervised visits, etc.). Assists in development of community resources. Provides in-home observations and assists social service worker in development of case plans. Supervises visitation between foster children and birth parents and documents progress of family interactions. Assists in gathering data for TPR cases. Enters data into computer system. Provides statewide and out-of-state transportation of youth committed to the Cabinet for visitation, placement, mental health appointments, etc. Provides crisis intervention, placement stabilization, documentation of concerns from mental health professionals, school personnel and foster parents. Documents family interactions. Maintains knowledge of private child care facilities, psychiatric hospitals and other placement facilities statewide. Prepares monthly reports based on daily log and prepares routine state vehicle maintenance reports. Participates in training to maintain current CPR and First Aide Certification. Stays current in proper use of child safety seats. Maintains awareness of safe driving techniques and the Cabinet's policies and procedures.

**UNIQUE PHYSICAL REQUIREMENTS:**

May require physical effort in climbing stairs.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Visits clients and/or families at their residence. Work may involve extensive contact with youth who have been abused, have behavior disorders and/or are status offenders. May run risks of hazards associated with frequent use of automobile.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*